

Do What You Can is a program



www.stewardshipontario.ca

Director of Materials Management

Purpose of Position:

Reporting to the Vice President, Operations the Director of Materials Management will ensure that Stewardship Ontario is positioned to fulfill its mandate to develop and manage the waste diversion programs for Blue Box and Municipal Household or Special Waste (MHSW). This entrepreneurial leader will initiate a close working relationship with stakeholders to build a collaborative working relationship between the organization and the waste diversion industry across the province.

Principal Duties and Responsibilities:

- In consultation with senior management, determine Stewardship Ontario's challenges and opportunities in achieving its strategic and operational objectives.
- Represent Stewardship Ontario with diverse stakeholder groups, including municipal and provincial governments, steward and supplier associations and independent operators.
- Determine the knowledge, facilities and equipment Stewardship Ontario will require to fulfill its mandate. Collaborating with key personnel and stakeholders, develop and implement action plans to successfully build Stewardship Ontario's waste diversion programs.
- Work with outsourced service providers to oversee and lead activities that continuously improve upon the performance of the corporation's objectives, including material collection, transportation, processing and materials marketing.

Interpersonal/Communications:

a) Internal Relationships

- Consult with senior management to determine strategic and operational objectives; work collaboratively with the Director of Procurement & Supply Chain in overall operations planning and execution.
- Collaborate with key personnel to conduct research and analysis and to develop and implement strategic action plans.

b) External Relationships

- Direct and collaborate with contracted service providers to conduct research and analysis and to develop and implement strategic action plans in support of operational objectives.
- Key point of contact for waste industry stakeholders.

Responsibility:

a) Supervision

- Provides leadership and builds consensus among diverse stakeholders.
- Directs research, analysis and development activities

b) Resources

- Accountable for the development and timely implementation of strategic action plans in support of the mandate.
- Accountable for providing sound counsel to senior management regarding the challenges and opportunities related to the operational objectives.
- Accountable for allocating monetary resources and ensuring a positive return on investment.

c) Decision Making

- Recommends strategies to overcome challenges and capitalize on opportunities encountered by Stewardship Ontario.
- Determines the execution of strategic action plans.
- Determines research and development initiatives and how they are executed. Evaluates and provides analytical substantiation of findings.

Job Specification/Skills:

Education

- Graduate or post-secondary education in engineering, business administration or a related discipline, or equivalent related experience.

Experience

- At least 10 -15 years of progressive experience in waste management or recycling or in a related field

Knowledge

- Expert knowledge of waste management, recycling, materials management and logistics.
- Demonstrated business planning, analytical and performance measurement skills.
- Strong negotiation, consensus building, and multi-party consultation skills.
- Proficient in oral and written communication,

Working Conditions:

- Able to perform effectively in a high-pressure “entrepreneurial” environment that demands both strategic thinking and decisive action.

- The position is based in Toronto but will require occasional travel.
- Occasional visits to waste management facilities.
- The position requires a flexible work schedule and occasional extended work hours.

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